



COMDTINST 5420.27C
JUN 22 98

COMMANDANT INSTRUCTION 5420.27C

Subj: COAST GUARD NONRATE ADVISORY COMMITTEE (NAC)

Ref: (a) Management of the Coast Guard's Training System, COMDTINST 1550.9

1. PURPOSE. The purpose of this Instruction is to provide a charter and mission statement for the Coast Guard Nonrate Advisory Committee (NAC). It also provides guidance for committee administration, membership, and members of NAC and those applying for selection as a member.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, assistant commandants for directorates, chief counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this Instruction.
3. DIRECTIVES AFFECTED. COMDTINST 5420.27B is canceled.
4. DISCUSSION. The optimal nonrate is an individual possessing required knowledge, skills, attitude, and ability, to perform the job in the field. The Nonrate Workforce Structure Study (NWSS) defined an optimal nonrate using extensive input from field units, supervisors and nonrates. The NAC will communicate the needs of the nonrate workforce as identified by the NWSS by providing an on-going evaluation of the entire accession system (recruiting, recruit training, initial field unit) as compared against the nonrate optimals.
5. MISSION. The mission of the NAC is to help provide the Coast Guard optimal nonrates by providing recommendations based on an ongoing identification of the needs of nonrates, units, and the Coast Guard.
 - a. The committee will analyze and evaluate current nonrate performance data against identified optimal elements as provided by the Performance Technology Branch, TRACEN Cape May and Coast Guard Personnel Command (CGPC).

- b. The committee will identify needs within the entire accession system and present their recommendations to the key stakeholders.

6. MEMBERSHIP.

- a. NAC Membership will reflect the diverse missions of our Service and the diverse composition of the enlisted workforce. Members will reflect a variety of professional experiences that represent the various enlisted ratings. The NAC will include enlisted members who are currently serving, or have recently served, at units to which nonrated personnel are normally assigned for their first tour of duty. Nine enlisted members will be appointed as regular members, and not more than three additional members will be appointed as alternates. One regular member must be a drilling reservist and one a recruiter. When operational commitments or circumstances prevent a regular member from attending, an alternate member will be invited.
- b. Commandant (G-WT) will designate a Master Chief Petty Officer (E-9) as the NAC Chairperson. The terms of the outgoing Chairperson and incoming Chairperson will overlap one meeting. The Chairperson will be a graduate of a Senior Enlisted Academy.
- c. Commandant (G-WTT) is the NAC coordinator.
- d. All enlisted personnel E-5 and above may apply for NAC membership. The solicitation for applications will be published via ALDIST during the first week of August each year. Once selected, participation as a member of the NAC will normally be for three years. Alternates will be automatically considered to fill regular member openings as they occur.
- e. Enlisted personnel interested in serving on NAC shall submit a brief letter to Commandant (G-WTT) via their chain of command. Applications should include name, rate, supervisory positions held at current and previous units over the last ten years, and a brief synopsis of their involvement with nonrated personnel, e.g., ESO, Unit CMC, immediate supervisor, assignment detailer, etc.). Applications should arrive in Coast Guard Headquarters before 1 October each year. Commandant (G-WTT) will forward recommendations for NAC membership to Commandant (G-WT) for appointment in writing.
- f. NAC stakeholders will be available to provide guidance and support for the NAC. The chairman may request assistance including attendance at NAC meetings. Representatives of the following offices shall serve as NAC stakeholders: Commandant (G-SRF), Commandant (G-WTT-2), Commandant (G-WTL-2), Commandant (G-OCU), Commandant (G-ORW), Commandant (G-WR), Commandant (G-WK) (Wellness), Coast Guard Personnel Command (CGPC-epm-2) (CAC IV), Coast Guard Personnel Command (CGPC-CGRC) (Operations Branch Chief), TRACEN Cape May (Chief, Performance Technology Branch), TRACEN Cape May (Chief, Practical Instruction Section), the Master Chief Petty Officer of the Coast Guard and the Reserve Component Command Master Chief.

- g. Commandant (G-WT) or the NAC Chairperson may invite other personnel, as appropriate, to attend NAC meetings.

7. MEETINGS.

- a. The NAC will normally meet annually during the second quarter of the fiscal year.
- b. Specific dates will be coordinated to accommodate the operational commitments of the units and members. The NAC Chairperson will coordinate the meeting dates. The names of the NAC members and meeting date will be published via ALDIST by Commandant (G-WTT) early enough to permit interested Coast Guard personnel to address communications to NAC prior to the meeting. Cost, incidental to NAC activities will be funded by Commandant (G-WTT).
- c. If one meeting is insufficient to meet the NAC's stated objectives then an additional meeting may be scheduled. In this case the NAC Chairman will coordinate the meeting date with Commandant (G-WTT) in time for the necessary personnel to attend.

- 8. REPORTS AND BRIEFS. An annual summary report, including a general description of NAC proceedings, identified needs, supporting data, root cause analysis, and NAC recommendations will be prepared. At the conclusion of the annual meeting the Chairperson and two selected members will be available to conduct briefs to stakeholders and senior leadership. Commanding Officer, TRACEN Cape May and Director, Coast Guard Recruiting Center will be out-briefed prior to the report submission. The final report will be submitted to Commandant (G-WT) with copies provided to all above offices.

/s/ T. J. BARRETT
Director of Reserve and Training